



# **2015**

## **EMPLOYEE FRINGE BENEFIT GUIDE**

**Prepared for:**

**Management, Professional, Technical, Administrative Support and  
Employees previously covered under a Collective Bargaining Agreement**

This guide does not constitute a contract, but does contain general guidelines for employees with respect to expectations and procedures. Administration reserves the right to make decisions on a case-by-case basis.

## I. PAYROLL

Employees will be paid every other Thursday in accordance with the Payroll calendar.

### **Paycheck Direct Deposit**

Fond du Lac County requires all employees (unless specifically covered in a collective bargaining agreement) to utilize the convenience of “direct deposit.” Under this program, the employee receives an earnings statement on payday, outlining customary gross pay, tax, deductions, and net pay information. Earnings are automatically deposited in the employee’s individual savings or checking account. A record of the deposit then appears on the bank statement, which the employee reviews. The County Human Resources Office may be contacted to initiate participation in this program or go to our website ([www.fdlco.wi.gov/hrforms](http://www.fdlco.wi.gov/hrforms)) and print off the Direct Deposit Form. Return the completed form to the Human Resources department.

## II. EMPLOYMENT TYPES

### **Employment Categories & Definitions**

The following employment categories are applicable to employees of Fond du Lac County:

<b>Full Time Employee (FT)</b>	Regularly scheduled to work not less than 30 hours per week
<b>Regular Part Time Employee (RPT)</b>	Regularly scheduled to work between 24 - 29 hours per week
<b>Limited Part Time Employee (LPT)</b>	Regularly scheduled to work between 20 - 23 hours per week
<b>Part Time Employee (PT)</b>	Regularly scheduled to work less than 20 hours per week
<b>Seasonal Employee</b>	Hired for a limited time for seasonal operations

## III. TIME

### **Vacation**

The vacation schedule for Full Time employees who work 37.5 - 40 Hours/week is as follows:

Ten (10) working days upon completion of one (1) full calendar year of service except as noted in (H) below. Twelve (12) working days upon completion of one (1) full calendar year of service for dispatchers and correctional officers.

Fifteen (15) working days upon completion of six (6) full calendar years of service. Eighteen (18) working days upon completion of six (6) full calendar years of service for dispatchers and seven (7) years for correctional officers.

Department heads (those subject to appointment by the County Executive) are eligible for the third week of vacation upon completion of five (5) full calendar years of service.

Twenty (20) working days upon completion of thirteen (13) full calendar years of service. Twenty-four (24) working days upon completion of thirteen (13) full calendar years of service for dispatchers and

fourteen (14) years for correctional officers.

Twenty-five (25) working days upon completion of twenty (20) full calendar years of service. Twenty six (26) working days upon completion of twenty (20) full calendar years of service for dispatchers and twenty-one (21) years for correctional officers.

- (A) Newly hired employees, except as noted in (H) below, must complete their trial period in order to be eligible for vacation benefits.
- (B) Except as noted in (H & I) below, vacation is earned during one calendar year and is used the following calendar year.
- (C) Except as noted in (H & I) below and for dispatchers and correctional officers, employees earn vacation at a rate of 5/6 of a day per month or major fraction thereof for each month of service during the initial year of hire. Dispatchers and correctional officers earn vacation at a rate of one (1) day per month or major fraction thereof for each month of service during the initial year of hire.
- (D) Unused vacation is not cumulative and cannot be carried over from one year to the next. Vacation that is unused is transferred to the employees sick leave account. Wherein the employee's sick leave account already contains the maximum allowable days, the unused vacation time is lost.
- (E) For the purpose of determining vacation anniversary eligibility, an employee whose anniversary date of hire falls between January 1<sup>st</sup> and June 30<sup>th</sup> of a given year has his/her anniversary date, for vacation purposes, established as January 1<sup>st</sup> of that year. If the anniversary date of hire falls between July 1<sup>st</sup> and December 31<sup>st</sup>, the anniversary date for vacation purposes is established as January 1<sup>st</sup> of the following year. Dispatchers and correctional officers' anniversary date will be based on their date of hire.
- (F) Scheduling of employee vacations is based on a first come basis. If an unusual circumstance arises, the department head will review the situation to determine the approval of vacation requests. All vacation requests will be approved based on the operation needs of the department. Dispatch vacation requests will be handled per department procedure.
- (G) Limited, Regular part-time, and Full Time employees working between 30-37.5 hrs/week are eligible and earn vacation benefits on a prorated basis. Part-time, temporary and seasonal employees are not eligible for vacation benefits.
- (H) Newly hired department heads during their first year of employment shall be eligible for one (1) week of vacation for each ninety (90) days of employment up to a maximum of two (2) weeks. Newly hired non-department head employees in the "Exempt Pay Plan" and registered nurses shall be eligible to accrue and use vacation during the year of hire provided that the date of hire occurs January 1<sup>st</sup> thru September 30<sup>th</sup>. Accrual shall be on the basis of 6.66 hrs. /mo. (or major fraction thereof) of service. Newly hired nurses, whose work schedule consists of 37.5 hrs. per week, shall accrue vacation credits on the basis of 6.25 hrs. /mo. (or major fraction thereof) of service. Accrual of vacation credits for newly hired Limited & Regular part time employees shall be prorated. Usage of accrued vacation credits is contingent upon completion of ninety (90) calendar days of service. Eligibility for two (2) weeks vacation commences January 1<sup>st</sup> of the calendar year following the year of hire.
- (I) Labor market conditions, a candidate's specific qualifications, the best interests of Fond du Lac County or other unique circumstances are factors which may require deviation from the normal vacation schedule when filling certain "department head level" positions. In such instances, the County Executive shall be authorized to make the necessary vacation accommodation to secure the services of the candidate of choice. The County Executive shall inform the Finance, Personnel, and Economic Development Committee of his/her decision regarding such accommodations.

## SICK LEAVE

Full time employees who work 37.5-40 hrs/week accrue sick leave credits on the basis of one-half (1/2) day per month (or major fraction thereof) of service during the initial twelve (12) months of employment. Thereafter, the rate of accrual is one (1) day per month (or major fraction thereof) of service with maximum accumulation established at one hundred and two (102) days. Limited, Regular part time, and Full Time employees who work between 30-37.5 hrs/week accrue sick leave credits on a prorated basis pursuant to the aforementioned accrual rates. Other sick leave provisions are as follows:

- (A) Sick leave cannot be used until it is earned and the trial period has been completed.
- (B) An employee who promptly notifies the department head or immediate supervisor is eligible to use sick leave if they are unable to work due to illness, bodily injury, exposure to contagious disease or to provide necessary medical care to spouse and/or dependent children (up to the limits provided by Wisconsin Family Medical Leave).
- (C) An acceptable doctor's certificate may be required to justify payment of sick leave in excess of three (3) days or when an employee returns to work from an extended illness or injury.
- (D) An acceptable doctor's certificate may be required to justify payment of sick leave due to illness if the employee's pattern of illness or usage raises some doubt as to the legitimacy of the illness.
- (E) A doctor's certificate is deemed "acceptable" when it satisfactorily substantiates the fact that the employee was too ill to work. In "C" above, an acceptable certificate shall also specify that the employee has recovered from the recent illness sufficiently to resume his/her duties.
- (F) An employee who becomes ill during a time of vacation may be eligible for sick leave pay provided that he/she contacts the department head and furnishes an acceptable doctor's certificate for day(s) claimed as sick days.
- (G) If an employee retires under the Wisconsin Retirement System, retires due to disability or dies, the County will pay to the employee or his/her estate, fifty (50) percent of all unused accumulated sick leave in excess of fifty (50) days.
- (H) Employees previously covered under a collective bargaining agreement will have their sick leave balance frozen as of January 1, 2013. After that date, these employees will accrue sick leave in a new account in accordance with the fringe benefit guide. If an employee becomes ill/injured or unable to work, as described in (B) above, any used sick leave will be deducted from their new account first. If they do not have enough sick leave in their new account then it will be deducted from their frozen account. If the employee retires under WRS rules they will be eligible to be paid out for one half the accrued total in their frozen account and 50% of the accrued balance in their new account over 50 days. **The employee will also be eligible to receive a payout of 50% of their current year accrued sick leave balance if they had 102 days accrued as of December 31, 2012.**
- (I) At the end of each calendar year, the County pays each employee who has accumulated unused sick leave credits in excess of one hundred and two (102) days, fifty (50) percent of the excess (unless this issue is covered in a collective bargaining agreement).
- (J) Employees eligible for sick leave payout at the end of a calendar year may request to have all or some of the time off with pay rather than the payout in the year immediately following. Such

requests should be submitted in writing to the department head with a duplicate copy to the Human Resources Department no later than December 31<sup>st</sup>. The time off shall be taken no later than May 1<sup>st</sup> or it shall be lost.

- (K) Limited, Regular part-time, and Full Time employees who work between 30-37.5 hrs/week earn and are eligible for sick leave benefits on a prorated basis. Part- time, temporary and seasonal employees are not eligible for sick leave benefits.

## HOLIDAYS

The following are recognized paid holidays for employees (that are not excluded by a collective bargaining agreement) in their designated departments:

<u>CODE</u>	<u>DEPARTMENTS</u>
<b>A</b>	Harbor Haven Health & Rehab, Dispatch
<b>B</b>	Highway Department, Jail Cooks, and Correctional Officers
<b>C</b>	All departments in Government Center, Administration, Emergency Management, Medical Examiner's Office, Family Court, Dept. of Community Programs, Land & Water Conservation, Sheriff's Office (unless noted elsewhere) and Public Health Dept.
<b>D</b>	Parks, Fairgrounds, UW-Extension, and Golf Course
<b>E</b>	Dept. of Social Services and Veterans Services

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
New Year's Day	1	1	1	1	1
Friday Preceding Easter		1	½	½	½
Memorial Day	1	1	1	1	1
Independence Day – July 3 <sup>rd</sup>	1	1	1	1	1
Labor Day	1	1	1	1	1
Thanksgiving	1	1	1	1	1
Day After Thanksgiving		1	1		1
Christmas Eve			1	1	1
Christmas Day	1	1	1	1	1
New Year's Eve			½	1	1
<b>FLOATING HOLIDAY</b>	5	3	2	2 ½	1 ½
<b>TOTAL</b>	11	11	11	11	11

**Note:** ½ day holiday represents 3 ½ hours in departments working 7 ½ hour days.

On **Dec 31<sup>st</sup>**, departments may go to minimum staffing based on operational needs.

- (A) Employees are not eligible for a "floating holiday" until completion of their trial period.

- (B) If a recognized holiday falls on a Saturday, the holiday is observed on the preceding Friday. Recognized holidays falling on Sunday are observed on the following Monday unless operational needs dictate a change (excludes 24/7 operations).
- (C) Employees must be in a paid status the day immediately before and after the holiday to be eligible to be paid for the holiday.
- (D) The Chief Deputy, Lieutenants in the Sheriff's Department and employees that work in 24/7 operations are compensated at time and one-half of hours worked on a holiday in addition to the holiday pay. Supervisory personnel in the Sheriff's Office may be granted time off on holidays if, in the opinion of the Sheriff, their absence does not adversely affect the operations of the department.
- (E) Nursing personnel are compensated at time and one-half for hours worked on a holiday in addition to the holiday pay or at the employee's request and supervisor's approval, compensatory time off may be granted in lieu of pay.
- (F) Full Time, Regular & Limited part time employees are eligible for Holiday pay, which may be prorated based on the number of hours worked. Part time employees are eligible for holiday pay for those hours normally worked provided the holiday falls on a day which they are normally scheduled to work.
- (G) Paid Holidays will count toward hours worked under the Fair Labor Standards Act (FLSA) for the calculation of overtime but sick leave, vacation and floating holidays hours will not be counted.
- (H) Temporary and seasonal employees are not eligible for holiday pay.

## **FUNERAL LEAVE**

Employees are eligible for up to three (3) working days leave, with supervisors' approval, of absence with pay in the event of the death of a member of their immediate family. Immediate family is defined as an employee's spouse, child, stepchild, parent, step-parent, brother; sister, daughter-in-law, son-in-law or spouses parent (including parent of a deceased spouse) and grandchild. A one (1) working day leave of absence with pay is granted in the event of the death of other immediate relatives. Other immediate relatives are defined as the employee's grandparent, brother-in-law or sister-in-law.

Funeral leave pay is limited to the scheduled work time lost within the period beginning with the day of death and ending with the day after the funeral. Employees must attend the funeral or the visitation at the funeral home to be eligible for funeral leave benefits.

An unpaid leave of absence of reasonable duration for the purpose of attending the funeral arrangements may be arranged with the approval of the employee's department head.

Limited & Regular part-time employees are eligible for funeral leave benefits. Part-time, seasonal and temporary employees are not eligible.

## **LEAVES OF ABSENCE**

Provisions governing leaves of absence shall comply with requirements of the Wisconsin Family and Medical Leave Act (WFMLA) and shall include the following:

- (A) All requests for leaves of absence are to be made in writing to the department head with a copy to the Human Resources Department a minimum of fifteen (15) days prior to the starting date of the leave. The requests are to include the reasons and the date of return to employment.
- (B) Upon return from leave, the employee is reinstated in the position he/she vacated or in an equivalent vacant position.
- (C) Vacation and sick leave benefits do not accrue during approved unpaid leave of absence periods not covered under FMLA or WFMLA.
- (D) A return to work at an earlier date than scheduled must receive approval of the department head.
- (E) Employees on leave from the County may not be employed elsewhere.
- (F) Requests for extensions of leaves of absence are to be submitted in writing to the department head with a copy to the Human Resources Department a minimum of fifteen (15) days prior to the end of the leave. Wherein an extension is not granted and the employee fails to report for work, he/she is considered resigned from his/her position.
- (G) Employees who wish to retain health insurance benefits during unpaid leaves of absence or during unpaid leave periods related to the Wisconsin Family and Medical Leave Act, but which may extend beyond leave limits prescribed by the Act, shall assume the full cost of premiums which come due during the leave. Continuance of life insurance during any period of unpaid leave shall be contingent upon employee payment of applicable premium in full. Arrangements for payment of premiums where applicable shall be made with the County Human Resources Department.
- (H) Military Leave – Fond du Lac County complies with applicable federal requirements with respect to the reinstatement and seniority of employees entering or returning from service in the armed forces of the United States.
- (I) Extended Medical Leave – An employee who exhausts his/her sick leave account but remains unable to report to work may be eligible for a leave of absence of sufficient duration to recover from the illness or injury. Such leave is not to exceed six (6) months, in no event exceed the employee's length of service and shall comply with applicable medical leave provisions of the Wisconsin Family and Medical Leave Act and the Federal Medical Leave Act (FMLA). The employee will be required to furnish medical reports from the physician to justify the need for the leave and stating their ability to return to work with or without restrictions. An employee returning from an extended medical leave must furnish a physician's statement that he/she is able to return to work and fully resume duties. Requests for extend medical leaves (beyond FMLA) may be denied if it places the County in a hardship to operate and the position must be filled.
- (J) Education, Training or Personal Leaves – An employee may be eligible for a leave for educational training or personal reasons for up to one (1) year but not to exceed his/her length of service provided he/she has shown by his/her work record and performance to be of more than average value to the County and when it is deemed desirable to return the employee to County service. Such requests are considered on a case-by-case basis with the interest of the County being of primary concern and the employee's interests secondarily considered. Provisions (A) through (G) above apply with respect to such leaves.
- (K) When the leave requested is a "family leave" for the purpose of caring for a seriously ill child or spouse or a "medical leave" due to the illness of the employee, current County sick leave provisions may apply and as such, run concurrent with, may be substituted in part or in whole, for leave provisions afforded by the Wisconsin Family and Medical Leave Act and the Federal Medical Leave Act (FMLA). In instances where County sick leave benefits do not apply or where accrued

sick leave is insufficient to cover the duration of leave, provisions and conditions of the Wisconsin Family and Medical Leave Act and the Federal Medical Leave Act (FMLA) apply.

## JURY DUTY/WITNESS SERVICE

Employees subpoenaed for jury duty or subpoenaed to serve as a witness during normal scheduled work hours, in connection with an incident related to their employment with the County, receive their normal regular pay.

## IV. INSURANCE BENEFITS

### HEALTH INSURANCE

Full-time & Regular part-time employees, and those who work an average of 24 hours per week who total 1,248 hours over the 12 month “Look back” period are eligible for participation in the County’s health insurance program, selecting their option, the single or family plan. Eligibility for health insurance coverage begins on the first day of the month immediately following completion of sixty (60) days of employment. However, regular part-time employees are eligible for the family plan only if they have a minimum of two (2) years of continuous service with the County.

***Eligible employees on a single plan will pay 18% of the total monthly cost. If you took advantage of the free Health Risk Assessment, you will only pay 15% and if you meet your goal as established by IHS, you will pay 12%. Full Time employees on a Family plan follow the same pay structure. All other employees on a Family plan will pay 25% regardless of HRA participation and/or outcomes.***

**2015** Health Insurance Contributions are as follows:

	2015 rate \$	Employer Share \$ 2015	Employee Share \$ 2015	
FT/Single w/HRA and met goal	739.16	650.46	88.70	12%
FT/Family w/ HRA and met goal	1939.90	1707.11	232.79	12%
FT/Single w/ HRA No goal	739.16	628.29	110.87	15%
FT/Family w/ HRA No goal	1939.90	1648.91	290.99	15%
FT/Single no HRA	739.16	606.11	133.05	18%
FT/Family no HRA	1939.90	1590.72	349.18	18%
RPT/Single w/HRA w/goal	739.16	650.46	88.70	12%
RPT Single w/HRA		628.29	110.87	15%
RPT Single no HRA		606.11	133.05	18%
RPT/Family w/HRA met goal	1939.90	1454.92	484.98	25%

*\*HRA refers to Health Risk Assessment*



## 2015 Medical Plan

<b>Deductible</b>	
Single	\$250
Family	\$500
<b>Total Member Out-of-Pocket Max</b>	<i>Includes Deductible, Medical Services, and Rx</i>
Single	\$850
Family	\$1,700
<b>Office Visits</b>	90% after Deductible In Network
<b>Office Visit - Virtual Clinic</b>	100% covered
<b>Specialist</b>	90% after Deductible
<b>Routine/Preventive Care</b>	100% Covered
<b>Inpatient Hospital Services</b>	90% after Deductible
<b>Outpatient Hospital Services</b>	90% after Deductible
<b>Urgent Care</b>	90% after Deductible
<b>Emergency Room</b>	\$100 Copay*, then 100%
<b>Prescription Drugs - Participating Pharmacy**</b>	\$10 / \$30 / \$45
Tier 1 / Tier 2 / Tier 3	
<p>Prescription maximums are combined with medical (2 co-pays per 90 day supply if mail order). Visit <a href="http://www.medco.com">www.medco.com</a> to get enrolled or call 1-800-473-3455.</p>	
<p>Medco is also known as Express Scripts. Mail order is needed for maintenance drugs to avoid ** additional out of pocket costs.</p>	

\*Emergency room co-pay is waived if person is admitted to hospital.

\*\*The Copays and additional out of pocket costs for medication **if you choose NOT to use the mail order** company for maintenance drugs do apply to your deductible or out of pocket maximums.

Or call **UMR Customer Service at 1-800-236-2515**. Our group is assigned to the “Connections” team.

Fond du Lac County’s health insurance network is United Health Care (UHC) Choice Plus. UHC has a nationwide provider network and includes all our major health care providers which includes: Agnesian, Aurora (including St. Lukes), Froedtert, Children’s Hospital of Wisconsin, Mercy and Theda Clark. United Health Care Choice plan does not permit us to be part of FABOH and a small number of providers will need a referral from an in network provider to be eligible for coverage. We must note that UW Hospitals and Clinics are not part of the new network and you will need a referral before any services are provided to have it paid by our insurance. The GHT referral form is available on Fond du Lac County’s website under HR forms ([www.fdlco.wi.gov/hrforms](http://www.fdlco.wi.gov/hrforms)). Benefits will be payable for non-provider services only if:

- (1) An in network provider treats your injury or sickness and related covered expenses from that treatment are performed by a non-network provider that is a: pathologist, anesthesiologist,

cardiologist, radiologist, emergency room physician, or tests sent to independent labs outside the facility.

- (2) You are currently under a care plan with a non-network provider and the care is eligible to continue under a Continuity of Care provision.
- (3) You require emergency medical care.
- (4) An in network provider refers you to a non-network provider for required medical services.

Agnesian Behavioral Health is **now considered In-Network and will be subject to deductibles and coinsurance.**

There are a few other providers that will no longer be covered (unless you have a referral) and you should ensure your provider is covered by going to [www.umar.com](http://www.umar.com) and following these instructions:

- [www.umar.com](http://www.umar.com)
- Click on Find a Provider
- Click on Medical
- Locate United C+ Network and click on the network
- Then you have the option to click on Medical or Behavioral Health
- You can also check your provider by calling the toll free number 800-651-8231 and ask for customer service on network providers.

The County has the same administrator, UMR, and drug provider, Express Scripts/MEDCO and our network is UHC Choice +.

Additional benefits on our health insurance policy:

- An annual eye exam is included for each insured member.
- Annual health club reimbursement of **\$200.00** per insured employee (includes Weight Watchers).
- Reduction in mail order prescriptions (90 day supply) to 2 month co-pay from 3 months co-pay. Visit [www.medco.com](http://www.medco.com) to enroll.
- Tobacco Cessation
- Nutrition Counseling
- Disease Management Programs-Diabetes, High Blood pressure and Cholesterol
- Physical Exams are now covered under wellness at 100% (excluding lab tests).
- Annual Health Risk Assessments are offered every Fall.
- Coverage of Autism services to children
- Covering dependents up to age 26.
- Increased coverage of mental health services provided by mental health professionals.
- Out of state wrap coverage will be under PHCS Health Directions (Travel Network) effective 1/1/2010.
- Over the counter antihistamines and PPI's (proton pump inhibitors) such as Prilosec, Prevacid, Aciphex, Protonix, Nexium, and Zegarid at the generic co-payment.

Screenings/services for all members at appropriate ages or risk status:

1. Digital mammography
2. Any mammography screening for women over age 20
3. Virtual colonoscopy
4. Osteoporosis screening for women over age 60
5. HIV testing for all risk levels
6. Prostate cancer screening for men over age 40

## VIRTUAL CLINIC

The Virtual Clinic is a benefit available to all County employees and family members who carry our Health Insurance Plan. It is a clinic where primary care services are provided by Agnesian HealthCare located at 430 E Division St, Fond du Lac. A Nurse Practitioner is dedicated to the clinic and is assisted by support staff in providing services at the clinic for Fond du Lac County employees. To make an appointment, call 926-5676 and state that you are a Fond du Lac County Employee. The clinic is open weekly on Mon, Tue, Wed, & Fri, 7 am to 5 pm. Fax number is 926-8930.



### Benefits of the Virtual Clinic

- You will pay no deductible, no coinsurance, or no co pays for nurse practitioner services (office visit) at the Virtual Clinic
- You can develop a one-on-one personal relationship with a primary care giver (nurse practitioner)
- You will receive personal attention and time concerning what to do, where to go, and who to see
- You will receive education and counseling tailored to your needs

## HEALTH NAVIGATOR

The Health Navigator program is designed for those insured employees who have been diagnosed with High Blood Pressure, High Cholesterol, or Diabetes to manage their conditions through the Virtual Clinic.

Participants can also save money on their prescriptions through this program. To sign up or to learn more, please contact Mary Fortney (929-3312).

Participants in the Health Navigator program can schedule to have an ON-SITE appointment with the Nurse Practitioner, which will rotate from the City/County building to the Health Care Center monthly. Call the Virtual Clinic to schedule your on-site Health Navigator appointment.

## DENTAL INSURANCE



1-877-567-1805

[www.anthem.com/mydentalvision](http://www.anthem.com/mydentalvision)

### Monthly Premium

Employee	\$ 39.66
Employee + Spouse	\$ 77.45
Employee + Child(ren)	\$ 100.56
Employee + Spouse + Child(ren)	\$ 142.33

## VISION INSURANCE

**Full Service Plan** includes one vision exam per insured per year. **Materials Only Plan** does not include a vision exam. If you carry Fond du Lac County's health insurance plan, one vision exam is included per insured per year so Materials Only would then be your best choice for Vision coverage. VIPA now offers \$200 benefits and discounted prices starting at \$699 per eye on laser vision correction in lieu of using the materials benefit.



Vision Insurance Premiums	Materials Only	Full Service
Employee	\$ 7.35	\$ 10.40
Limited Family Employee & Spouse OR Employee & Child(ren)	\$ 14.70	\$ 20.80
Family	\$ 19.50	\$ 27.55

1-800-833-5747

[www.visionplans.com](http://www.visionplans.com)

**Enrollment in voluntary Dental or Vision coverage is for a minimum of 12 months.**

## VOLUNTARY DISABILITY INSURANCE

Sun Life Assurance Company of Canada is our voluntary Group Long Term Disability Carrier available to full time employees after 60 days of employment. Two options are available: one with a 30 day waiting period, the other with a 90 day waiting period. Questions regarding your Sun Life policy should be directed to the company at 1-800-247-6875 or their website at [www.sunlife-usa.com](http://www.sunlife-usa.com).



## WORKER'S COMPENSATION

Employees who are injured within the scope of their employment shall be eligible for Worker's Compensation (WC) benefits pursuant to the following:

- (A) An employee eligible for payment of worker's compensation benefits shall not be eligible for payment of sick leave credits.
- (B) Employees absent under worker's compensation will be required to furnish a physician's certificate before returning to duty if they are absent three (3) or more days. Employees who are absent for an extended period will be required to furnish a physician's certificate every fourteen (14) days in addition to the above. Required examinations by a physician will be paid by the employer.

- (C) Under present law, worker's compensation is not paid for the first three (3) days of industrial illness or injury unless the person is off for over seven (7) days at which time the first three (3) days are then paid. In instances where the first three (3) days are not paid, the employer will pay the employee for the three (3) days upon verification that the employee was absent due to industrial illness or injury.
- (D) Correctional Officers who are injured as a direct result of an inmate's actions will receive their regular pay, or made whole, for up to 12 months, until they are able to return to work. Any employee approved for this payment shall endorse their WC check over to the Employer. All other injuries will be handled through normal WC procedures.
- (E) An employee who suffers a lost time injury through no fault of his/her own due to circumstances over which he/she had no control may appeal any resulting loss in take home pay to the Finance, Personnel and Economic Development Committee through a Worker's Compensation Review Committee comprised of the County Human Resources Director, County Risk Manager and the County Health Officer.

## FLEXIBLE SPENDING ACCOUNT



Fond du Lac County employees are provided with an opportunity to participate in a Section 125 "Flexible Spending Account" Program. Under this program, employees can set aside a portion of their income at the beginning of the year, prior to federal, State and FICA tax deductions. This money can then be used for payment of out-of-pocket costs involving health insurance premiums, deductibles, co-payments and other health related expenses as well as dependent care costs which occur during the course of that calendar year. Eligibility requirements for participation in this program include full-time or regular part-time employment status and completion of sixty (60) days of service. 2015 maximum annual elections are \$5,000.00 for dependent care and \$2,550.00 for health care. More details on this program are available from the County Human Resources Office.

## EMPLOYEE ASSISTANCE PROGRAM (EAP)

Fond du Lac County offers employees the services of an Employee Assistance Program (EAP). The EAP is a **free, voluntary** and **confidential** service designed to help employees and their families resolve personal problems which affect job performance and/or personal well-being. EAP services include problem assessment/evaluation, education, short term support, counseling, referrals to community resources, consultation and health and promotional activities. Fond du Lac County contracts with Agnesian Work & Wellness located at 56 Camelot Drive, Fond du Lac, WI 54935, **(920) 924-0614** or 1-(800)-458-8183 to provide these services to employees. Employees experiencing difficulties or personal issues are encouraged to use EAP services.



## WELLNESS PROGRAM



At Fond du Lac County, employee health and wellness is a central part of the organizational vision. Fond du Lac County provides employees with the opportunity to participate in fun and engaging wellness programming that supports you in maintaining or improving your overall health. By offering on-site activities, company-wide challenges, dynamic lunch & learns, health screening opportunities and much more, our wellness program

has helped Fond du Lac County earn the designation as one of America's Healthiest Companies. You are also encouraged to consider joining the Wellness Committee, where enthusiastic individuals help to promote and implement future health and wellness related programming. For more information about the wellness benefits and programs that the Wellness Program offers, refer to our website: [www.fdlco.wi.gov/wellness](http://www.fdlco.wi.gov/wellness).

## V. RETIREMENT

### WISCONSIN RETIREMENT SYSTEM (WRS)



Effective with the passage of Act 10 and 32 on June 24, 2011, new hires will be required to work at least twelve hundred (1200) hours each year to participate in the Wisconsin Retirement System and are subject to the rules and regulations thereof. Employees under the WRS system prior to July 1, 2011 are grandfathered under the old rule of working 600 hours per year. Eligible employees begin participation immediately upon employment and such participation currently requires employer and employee contributions as follows:

Category	Employee Contribution	Employer Contribution
<i>General</i>	6.80%	6.80%
<i>Protective</i>	6.80%	9.50%
<i>Elected</i>	7.70%	7.70%

State Law requires employees to pay the full employee contribution rate unless it is under a collective bargaining agreement that covers WRS contributions.

### GROUP LIFE INSURANCE

Employees who have been participating in the Wisconsin Retirement System for six (6) months are eligible for group life insurance under the Group Life Insurance Program for Employees of Wisconsin municipalities, pursuant to rules and regulations thereto. The amount of coverage is equal to the employee's gross annual earnings rounded to the next highest thousand. The County contributes up to nine (\$9.00) dollars per month toward the employee's share of the cost for this coverage.



Additional and supplemental coverage is available if an employee wishes to increase coverage limits. Under these options, coverage limits may be doubled or may be incrementally increased to provide coverage limits equal to five times the employee's gross annual earnings. The employee assumes the cost for such additional coverage through payroll deduction under a group rate structure.

Employees eligible for coverage under the County's group life insurance program have an additional choice of selecting spouse and dependent life insurance coverage. Coverage is available under two (2) options: Option I provides coverage on the basis of ten thousand (\$10,000) dollars for the spouse and five thousand (\$5,000) dollars for each dependent at a total cost of one dollar and 75 cents (\$1.75) per month. Option II extends coverage limits to twenty thousand (\$20,000) dollars for the spouse and ten thousand (\$10,000) dollars for each dependent at a total cost of Three dollars and 50 cents (\$3.50) per month. In either instance, the employee assumes the cost for the optional coverage through payroll deduction.

## DEFERRED COMPENSATION

The County offers Full Time and Regular part-time employees an opportunity to participate in a deferred compensation program. Such participation is strictly at the employee's option and no County contributions are made on behalf of the employee. In some instances, deferred compensation may offer significant withholding tax savings to an employee. Details on participation are available from the County Human Resources Office.

## RETIREMENT HEALTH SAVINGS (RHS) PLAN



Only Sheriff's Office employees covered under the Local 350 WPPA contract will participate in a Retirement Health Savings Plan (RHS Plan). The RHS Plan is an ICMA Retirement Corporation's employer sponsored health benefit savings vehicle that allows employees to accumulate assets to pay for medical expenses (e.g., health insurance premiums, deductibles, co-pays, prescription expenses, etc.) at retirement on a tax-free basis. The RHS Plan offers tax-deferred accumulation of earnings and, because account assets are used to pay for tax qualified medical benefits for participants, their spouses and/or dependents, and the additional benefit of tax-free withdrawals.

## WRS – DISABILITY BENEFITS



In addition to retirement benefits, the Wisconsin Retirement System (WRS) provides disability and Long Term Disability Insurance (LTDI) benefits to employees enrolled in WRS. Eligibility for these benefits is based on certain service credit prerequisites.

Persons enrolled in WRS prior to October 16, 1992 and who leave county service as a result of disability may choose to apply for disability benefits or LTDI. Those enrolled in WRS after October 16, 1992 are eligible for LTDI benefits only. Employees who are participants in WRS and who become disabled (due to a physical or mental impairment that is likely to be permanent) should contact WRS at (877) 533-5020 for detailed information concerning these benefits, related eligibility factors and disability application procedure.

# **Human Resources Website**

[www.fdlco.wi.gov/hr](http://www.fdlco.wi.gov/hr)

## **HR FORMS: [www.fdlco.wi.gov/hrforms](http://www.fdlco.wi.gov/hrforms)**

Relevant forms on our website include:

- W-4
- Direct Deposit form
- GHT Fitness Reimbursement Form
- GHT referral form
- Payroll Schedule
- Voluntary Layoff Form
- Beneficiary Designation Form
- ICMA Deferred Comp Change Form
- EBC Flexible Spending Reimbursement Form
- EBC Participant Authorization Form
- EBC letter of Medical Necessity
- Medco/Express Scripts by Mail order form
- Family Medical Leave policy and forms

## **HR POLICIES: [www.fdlco.wi.gov/policies](http://www.fdlco.wi.gov/policies)**

Relevant County policies available include:

- Fringe Benefit Guide
- Discipline and Grievance Procedure
- Family Medical Leave Policy and forms
- Performance Evaluation Policy
- Safety Guide
- Social Networking Policy
- Voluntary Layoff Policy

*These policies may only be amended by the Fond du Lac County Executive, the Finance, Personnel and Economic Development Committee or the Fond du Lac County Board.*

### **Find us on Social Media**

*@fdlcounty*

